

IT Data Administrator

Company: DLS Technology Corporation, Ottawa, ON

Office Location: Ottawa, Ontario

Who We Are:

Recognized as one of Canada's Top 500 Growing and Growth 400 companies, DLS is a leading technology solutions integrator and service provider with an extensive cybersecurity research and development practice. DLS is a fast paced high-growth work environment, with tremendous learning and advancement potential. DLS provides hands-on training and an opportunity to work on some of the most interesting and cutting-edge projects in this fast-paced industry, providing ample opportunities to employees to grow and achieve their career goals. We encourage you to come and be a part of the DLS consulting team today.

Who You Are:

- An independent contractor with L2 Secret clearance
- Ability to start on this project in June, 2022
- Ability to work on site
- Can meet the mandatory COVID-19 vaccination policies

How you will spend your day:

- Coordinate and complete internal expenditure reports
- Review the methodology, templates, and timetables of the project
- Attend information sessions, requested clarifications, and brief internal stakeholders
- Develop and deploy a detailed approach to facilitate gathering and analysis of financial data
- Engage internal stakeholders to understand financial reporting procedures
- Determine appropriate scenarios for budget transfer
- Review and validate reports
- Prepare final report for submission to internal and external stakeholders

REQUIREMENTS:

- College or University degree in Business Administration or related field
- 5+ years' experience working on information technology projects managing accounting, budgeting, and bookkeeping
- Strong proficiency in Excel

**Thank you to all applicants; however only candidates selected for an interview will be contacted.*

POSITION HIGHLIGHTS

- Start Date: June 2022
- Sector: Public
- Open positions: 2
- Location: Ottawa
- Job Types: Contract, 4 months, multi-year
- Language Requirements: Bilingual
- Security Clearance: Secret or eligible for Secret application